

PS-10.09, "Youthful Offender Intensification Program," November 1, 2010

SCDC POLICY/PROCEDURE

NUMBER: PS-10.09

TITLE: YOUTHFUL OFFENDER INTENSIFICATION PROGRAM (YOIP)

ISSUE DATE: NOVEMBER 1, 2010

SUPERSEDES: PS-10.09 (May 1, 2006); (September 1, 2001); Change 1 (October 2, 2002)

SUPPORTING OPERATIONS MANUAL: Program Services

RESPONSIBLE AUTHORITY: Division of Young Offender Services

RELEVANT SCDC FORMS/SUPPLIES: 9-11, 18-1, 18-11, 18-68, 19-2, 19-11, 19-29A, 25-1, 25-2, 25-3, 25-4, 25-5, 25-6, 25-7, 25-9, 25-10, 25-12, 25-13, 25-14, 25-15, 25-16, 25-17, 25-18, 25-20, 25-21, 25-22, 25-23, 25-24, 25-25 25-27

ACA/CAC STANDARDS: 4-4099, 4-4102, 4-4142, 4-4166, 4-4274, 4-4275, 4-4277, 4-4299, 4-4304, 4-4305, 4-4374, 4-4428, 4-4429, 4-4430, 4-4441, 4-4497, 4-4498,

STATE/FEDERAL STATUTES: South Carolina Code of Laws, 1976, as amended, Sections 24-19-10 through 24-19-160.

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PURPOSE: This policy/procedure outlines the Youthful Offender Intensification Program (YOIP) designed for inmates who have been sentenced under the South Carolina Youthful Offender Act (YOA) and who are incarcerated in the South Carolina Department of Corrections (SCDC).

POLICY STATEMENT: The South Carolina Department of Corrections will provide appropriate programming, structure, educational and vocational opportunities, and work opportunities for inmates sentenced under the Youthful Offender Act (YOA). The Youthful Offender Intensification Program (YOIP) is designed to assist each YOA inmate with successful reintegration into society. Inmates sentenced under the South Carolina Youthful Offender Act (YOA) serve an indeterminate sentence up to six (6) years;

however, certain offenses carry a statutory maximum YOA term less than six (6) years. A YOA sentence is fully satisfied when the time in SCDC custody and YOA parole supervision totals six years or when the statutory maximum term has been served. An inmate who absconds from YOA parole supervision does not receive jail time credit toward the max-out. Abscontion time is calculated from the date a warrant is issued to the date the inmate signs the warrant (i.e., the date the inmate is returned to custody). Procedures for conditional release to YOA parole supervision are established through SCDC policy and the YOA Act. These procedures are designed to encourage and reward positive behavior by inmates sentenced to YOA terms of incarceration. An inmate's eligibility for conditional release is directly affected by his/her progress while participating in the Youthful Offender Intensification Program as described in this policy/procedure. After placement on YOA parole supervision, a YOA sentence is fully satisfied when the six (6) year or the statutory maximum term has been served; however, the South Carolina Department of Probation, Parole, and Pardon Services (SCDPPPS), at its discretion, can terminate YOA parole supervision prior to that date. (4-4305)

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#### SPECIFIC PROCEDURES:

##### 1. RESPONSIBILITIES:

1.1 The Division Director of Young Offender Services is responsible for establishing, implementing, and monitoring the Youthful Offender Intensification Program (YOIP) under the guidance of the Director for Programs and Services. (4-4430)

This includes:

- Ensuring that each institution, where any phase of the YOIP occurs has a current operational manual which accurately articulates the respective program components in place at that institution;
- Reviewing staffing needs and ensuring that resources are provided as funding allows;
- Coordinating with the Division of Resource and Information Management to automate program documentation as appropriate and as Agency resources allow;

Developing, scheduling, monitoring, and evaluating mandatory training for employees who are working in the YOIP;

Monitoring the YOIP on a regular schedule and meet with Wardens of YOIP institutions as needed;

Reviewing recommendations for release of YOA inmates participating and other YOA's not participating in the YOIP;

Coordinating administrative, educational, field services, counseling, mental health, training, inmate services, and other needs as required for effective program operation; and

Evaluating the program annually and providing a written summary report. (4-4430)

1.2 Training: All newly assigned staff, who work directly with YOA, must attend YOIP training within six (6) months of their hire date (unless an extension has been granted by the Warden or Division Director of Young Offender Services). Other program specific training will be conducted as needed by a YOA institution or the Division of Young Offender Services.

1.3 Wardens of institutions where any phase of the YOIP is provided are responsible for:

- Ensuring that all components of the YOIP are implemented;
- Providing on-site program management;
- Providing adequate program space;
- Developing daily movement schedules which coordinate programming with institutional requirements (copies of schedules should be forwarded to the Division of Young Offender Services);
- Administering the disciplinary and sanction process for the YOIP;
- Ensuring that recommendations for release of YOA inmates participating in the YOIP are forwarded to the Division of Young Offender Services in a timely manner;
- Providing direct supervision of youthful offenders for the purpose of security and safety;
- Meeting with YOIP/institutional staff at least monthly to address needs of the program; and
- Wardens/Designees insofar as practical, and to the greatest degree possible will ensure that youthful offenders shall be segregated from non youthful offenders for housing, transportation and other activities pursuant to the Youthful Offender Act. 24-19-60.

1.4 Reception and Evaluation Center Classification Assessment Caseworkers are responsible for the initial review of each YOA inmate's medical, mental health, education, substance abuse, custody, and security issues.

1.5 Clinical Correctional Counselors assigned to YOIP institutions are responsible for:

- Assessment (SCDC Form 25-1) and orientation of YOA inmates;
- Monitoring and providing services to YOA mental health inmates as outlined in SCDC policies/procedures related to mental health care;
- Individual and group counseling and crisis intervention;
- Developing specialized program groups outside of the normal curriculum as needed; (4-4428)
- Serving as back-up when entering phase movement and setbacks in a timely manner;
- Case management of YOA inmates;
- Performing quality assurance clinical audits quarterly;

- Timely and written documentation in the case management and clinical files;
- Data entry that accurately reflects each inmate's behavior and performance in the YOIP "PROG" and automated medical record screens;
- Coordination with all personnel in the institutions to ensure that YOA inmates receive services as identified during intake assessment; and
- Completing the Bio-psychosocial assessment within five (5) days of the inmate's arrival at the YOIP facility.

1.6 Classification Case Managers assigned to the YOIP are responsible for:

- Making appropriate computer entries (additions, changes, and deletions as they pertain to classification, YOIP, and other related areas);
- Entering address information;
- Assisting clinical staff in preparing juvenile reports;
- Entering phase movement and setbacks in a timely manner on the YOIP Screen;
- Evaluating inmate records through audits to determine YOA eligibility and jail time credits and other pertinent information;
- Participating in the case management orientation program with newly assigned inmates;
- Serving as a member/case manager of a Case Management Team (CMT);
- Developing a consistent schedule to meet with the inmate during all phases of the program;
- Monitoring and assisting in keeping case management files and SCDC records current; and
- Other duties as required by the Youthful Offender Intensification Program.

## 2. ASSESSMENT AND ASSIGNMENT OF YOA INMATES:

2.2 Reception and Evaluation: Male and Female YOA inmates will be received at an SCDC Reception and Evaluation (R&E) Center. The staff at the R&E Center will interview and test each inmate, conduct a medical examination, screen the inmate for mental health problems, and give the inmate an orientation about SCDC. (See SCDC Policy/Procedure OP-21.04, "Inmate Classification Plan," for additional information.) A representative from the Division of Young Offender Services will coordinate an orientation to YOA inmates that will describe the YOIP, intake process, assessment, monitoring, release to YOA Parole, and revocations. This orientation will be documented on the " YOIP" screen of the automated offender management system.

2.3 Special Needs: When a YOA inmate has a serious medical condition, a physical disability, or a mental health diagnosis which requires Intermediate Care Unit Services, and/or s/he is mentally challenged, s/he will be assigned to an SCDC institution which provides services to treat those needs. The Special Needs YOA inmate is considered to be in the YOIP; and the Division of Young Offender Services is still responsible for monitoring the inmate's progress recommending his/her release to the Agency Director, and providing necessary information to the SCDPPPS. The YOIP Counselor who is responsible for the Special Needs YOA inmate will provide information on the inmate's progress to the Division of Young Offender Services every three (3) months, or as requested by the Division. (4-4142, 4-4277, 4-4374, 4-4429)

2.4 Family Court YOA Inmates: The Agency is required to submit a quarterly progress report on Family Court YOA inmates. Juvenile Parole quarterly reports must include program participation, educational

progress, special needs, work history, and disciplinary history. The Division of Young Offender Services will advise YOIP and Special Needs institutions of the requirement for these reports as the Juvenile Parole Board requests them. The Clinical Correctional Counselor (or counselor for Family Court YOA inmates with Special Needs) is responsible for completing and submitting these quarterly reports. (4-4102)

2.5 Assignment to the YOIP: After assessment at R&E, the male and female YOA inmate will be assigned to the appropriate YOIP institution based on medical/mental health needs, convictions, sentence, security, and program considerations. All YOA inmates will be assigned by Reception and Evaluation assessment staff to an institution that offers the YOIP or manages special needs. Assignment will be based on the Agency's classification criteria. (See SCDC Policy/Procedure OP-21.04, "Inmate Classification Plan," for additional information.)

2.6 YOA Institutional Custody Assignment: Once the inmate is assigned to an appropriate YOIP institution, Institutional Classification will be responsible for assigning the YOA inmate to a custody level. Custody assignment is based on program components at the specific institution which s/he is assigned.

3. ADMINISTRATIVE CASE MANAGEMENT TEAM (CMT): The Administrative CMT is responsible for reviewing the inmate's SCDC Form 25-1, "Program Intake Assessment" and assigning YOA inmates to a case manager. (4-4299)

#### 4. CASE MANAGEMENT:

4.1 The Case Management Team (CMT) is utilized to monitor and address the YOA inmates' needs, behavior, progress/lack of progress, sanctions, privileges, and referrals. The CMT Sanctions Board is utilized to administer sanctions because of infractions committed by the YOA inmate or for noncompliance. In Phase I and II, the CMT meets bi-monthly with each YOA inmate and in Phase III and IV, the CMT meets with each YOA inmate once a month. The CMT may have special meetings when the need occurs. CMT meetings should be scheduled to accommodate work, school, and counseling schedules. CMT meetings should be scheduled at times when staff is available. The CMT will meet with special needs female YOIP participants at Camille Griffin Graham Correctional Institution at least monthly. CMT will meet with Special Needs inmates at designated facilities monthly.

4.2 Case management files will be maintained separately from the inmate's institutional record. However, any documentation utilized in the CMT Sanctions Board process which results in a setback, recycle, or institutional reassignment must be copied and placed in the institutional record. Upon completion of the program, the case management file will be placed in the inmate's institutional record.

4.3 Clinical Records: Clinical records must be maintained in a secure location and a plan implemented to maintain confidentiality and accountability. Upon completion of the YOIP Program, Clinical records will be placed in the inmate's medical record prior to the record being forwarded to the Medical Central Office Annex (COA).

## 5. INDIVIDUAL TREATMENT PLAN:

During the assessment period, the YOA inmates clinical counselor and the YOA inmate will develop an "Individualized Treatment Plan" (SCDC Form 25-3). SCDC Form 25-3 must be completed within five (5) working days of the inmate's assignment to the counselor. The Phase I SCDC Form 25-3 will address the inmate's goals for Phase I and Phase II. The SCDC Form 25-3 will be reviewed and revised in Phase III by the clinical counselor within five (5) days of assignment to Phase III, and as needed thereafter.

## 6. EVALUATION OF BEHAVIOR AND PERFORMANCE:

The YOIP uses a merit system (see Merit System Chart and Phase I, II, and III Rating Chart below) to evaluate each YOA inmates behavior and performance. In Phase I and II, the CMT grades each YOA inmate at least bi-monthly using SCDC Form 25-4, "YOIP Phase I and II Case Management Rating Sheet". In Phase III and IV, the CMT grades each YOA inmate monthly using SCDC Form 25-5, "Phase III Case Management Rating Sheet". Special needs inmates will be rated quarterly using SCDC Form 25-24, "YOIP Special Needs Case Management Rating Sheet."

### 6.1 The merit system is as follows:

Rating	Grade	Standard
Exceeds	E	Inmate exceeded his/her target goals for behavior and performance.
Satisfactory	S	Inmate met his/her target goals for behavior and performance.
Unsatisfactory	U	Inmate did not meet his/her target goals for behavior and performance.

It is not necessary for areas to rate an inmate who demonstrates satisfactory performance in a program activity; however, this is left to the discretion of the Warden/designee. Letter ratings of "S" will automatically be given to an inmate unless an exceeds or unsatisfactory rating is submitted by the rater. The letter rating of "U" for unsatisfactory performance must have an attached written justification to be reviewed by the Warden/designee. If approved, this documentation will be forwarded to the CMT Sanctions Board for processing as a setback/recycle in program activities. A letter rating of "E" must be turned in to indicate exceptional performance in the area(s) being rated.

### 6.2 Scored Areas:

Phases I and II	Phase III	Special Needs
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Formation and Drill	Education	Daily Inspection
Daily Inspection	Daily Behavior/Performance	Education
Education	Counseling	Recreation
Recreation	Work Component	Daily Behavior
Daily Behavior/Performance	Weekly Management Inspection	Counseling
Counseling		Work Component
Work Component	Weekly Management Inspection	Weekly Management Inspection

## 7. YOIP PHASES:

7.1 Orientation Week: During orientation/assessment week, the YOA inmate will undergo an assessment in each of the program components (education, medical, dental, recreation, pastoral services, behavioral medicine, security, and the work program). At the end of the week, the YOA inmate will be assigned to a case manager (CM). The Warden/designee is responsible for ensuring that SCDC Form 25-1, "Program Intake Assessment" is completed prior to the assignment of a case manager. (4-4299)

7.2 Phase I includes structured movement; drill and ceremony; mandatory attendance in academic classes (see educational criteria); social skills sessions; health, wellness, and team building exercises; inspections; and work. YOA inmates will advance to Phase II upon successful completion of all Phase I requirements.

7.3 Phase II includes structured movement; drill and ceremony; mandatory attendance in academic classes for all YOA inmates (see educational criteria); social skills sessions; health, wellness, and team building exercises; inspections; and work.

7.4 Phase III provides additional structured, gender responsive programs such as advanced academic curriculum, vocational training, cognitive restructuring, and/or sex offender treatment, substance abuse education, and addictions treatment. (If Clinical Counselors feel this treatment is needed, they will fill out Form 25-27, "Referral for Substance Abuse Services", and send it to the Substance Abuse Unit for approval. ) Placement in Phase III is based upon the CMTs assessment of the inmates needs and available bed space. Education is important to this program and is mandatory for all Youthful Offenders. A minimum of three (3) hours per day is devoted to structured classroom activities. Inmates who do not have a high school diploma or GED will be assigned to a course of study to prepare for the GED or Diploma. High school graduates may be assigned as teachers' aides or enrolled in vocational training where available. Successful completion of the educational component requires that an inmate reach his/her potential by acquiring a GED or Diploma, and satisfactorily progressing in Vocational Training as deemed appropriate for the inmate. Those inmates who cannot reach these educational milestones, as determined by the institutional educational staff, must demonstrate academic progress as well as meet all behavioral and performance requirements. Failure to comply with educational guidelines may result in setback, recycles, and/or program removal. Offenders who are awaiting verification of a high school diploma or GED will be required to attend school until a confirmation is received.

7.5 Phase IV (SCDC Form 25-23) includes pre-conditional parole transition planning (re-entry) that is conducted at the institution. During this phase, a clinical staff person(s) will develop an adequate pre-release plan based on information from the final case management review. SCDC Form 25-23, "Phase IV Pre-Release Plan," should identify specific deficits and establish goals that must be achieved in order for the inmate to complete parole successfully. This transition planning may include, but is not limited to:

- Outpatient substance abuse, mental health, sex offender, and domestic violence;
- Outreach groups and seminars, i.e., AA, NA, and/or Alanon;
- Building or Rebuilding Relationships;
- Work Transition (Resumes/Applications);
- Renewing Positive Relationships;
- Goal Setting and Decision Making;
- Communication Skills;
- Money Management;
- Vocational Rehabilitation Services, appointments, etc.;
- Leisure Time Activities;
- Driver's License/Identification Card;
- Hygiene and Self Care;
- Parenting;
- Housing Needs;
- Family Reunification Issues;
- Parole Expectations; and
- Others as needed. (4-4442)

## 8. YOIP INSTITUTIONS:

8.1 Male YOA Inmates: Wateree River, Turbeville, and Trenton Correctional Institutions; Addictions Treatment: Male YOA inmates who require addictions treatment may be assigned to Turbeville Addictions Treatment Unit during Phase III.

8.2 Female YOA Inmates: Addictions Treatment: Female YOA inmates who require addictions treatment may be assigned to Goodman Correctional Institutions during Phase III. In addition, female YOA inmates, who require special services can be assigned to Camille Griffin Graham Correctional Institution.

## 9. PRIVILEGES AND RESTRICTIONS:

9.1 The YOIP relies heavily on teamwork, rewards, self-discipline, and changing thoughts and behavior that have led or may lead to criminal behavior. The program addresses a wide variety of needs for a diverse population of young inmates. Because of this, certain privileges which are normally allowed for the general inmate population must be earned by YOA inmates who are assigned to the YOIP. The Warden/designee may determine what constitutes special privileges.

9.2 Canteen: YOA inmates in Phases I and II are given limited canteen privileges for hygiene items . (Exceptions may be made for special needs inmates. The Warden/Designee is authorized to make these exceptions.) Normal canteen privileges are allowed in Phase III. Necessary hygiene items will be provided to indigent YOA inmates. (4-4166)

9.3 Correspondence: YOA inmates will be allowed to send and receive correspondence pursuant to SCDC Policy/Procedure PS-10.08, "Inmate Correspondence Privileges." Legal correspondence will be governed by GA-01.03, "Inmate Access to the Courts." (4-4487)

#### 9.4 Personal Telephone Calls:

9.4.1 Phase I: Each YOA inmate will be allowed one (1) five (5) minute call to his/her family during the week of orientation. No additional calls (except for emergency or legal calls) will be allowed during Phase I unless authorized by the YOIP Clinical Supervisor/ Warden/designee.

9.4.2 Phase II: Each inmate will be allowed one (1) phone call per weekend provided s/he meets the required standards for the week. The duration of the phone call may be limited by the Warden/designee to ensure that all inmates who have met the required standards are afforded the opportunity to make such calls. No additional calls (except for emergency or legal calls) will be allowed during Phase II unless authorized by the Warden/designee.

9.4.3 Phase III: Each inmate will be allowed unlimited telephone usage whenever possible after s/he completes daily program requirements. The duration of phone calls may be limited by the Warden/designee to ensure that all inmates who have met the required standards are afforded the opportunity to make such calls. (4-4497)

#### 9.5 Emergency/Legal Phone Calls:

9.5.1 Phases I and II inmates may make emergency and legal calls at a designated time with the approval of the Warden/designee. Inmates will be allowed to place verified telephone calls to their legal counsel. For purposes of these procedures, "legal counsel" may consist of the inmates attorney of record and/or paralegal(s). Inmate requests for attorney calls require 24-hours advance notice to allow for staff verification. Inmates will use SCDC Form 19-11, "Request to Staff Member," for this purpose. (See SCDC Policy/Procedure GA-01.03, "Inmate Access to the Courts," for additional guidance on when inmates may be allowed to call their legal counsel.) Attorney calls will be dialed by a staff member. Once verified, the call will not be monitored. Any deviation of this procedure will be documented in the inmates record.

9.5.2 Phase III inmates may make emergency calls with the approval of the Warden/designee. Phase III inmates may make legal calls after they complete their daily program requirements. (4-4275, 4-4276)

9.6 Visitation: YOA inmates who exceed performance standards may be eligible for visitation privileges. The Warden/designee will determine the schedule for visiting privileges for YOA inmates. YOA's who are allowed such visits will only be allowed visits from their mother, father, step-parents, grandparents, spouse, common law spouse, and/or children. Phase III inmates are allowed visitation privileges as outlined in

SCDC Policy/Procedure OP-22.09, "Inmate Visitation." All visitors and visitation must meet the requirements of SCDC Policy/Procedure OP-22.09, "Inmate Visitation." (4-4498)

9.7Television: Phase I YOA inmates are not allowed to view television unless the staff determines that a particular program or videotape will enhance scheduled programming. Phase II YOA inmates may have selected TV viewing on weekends and holidays at specified times as determined by the staff. Phase III inmates will be allowed selected television viewing after daily programming. The Warden/designee can use television viewing as a reward incentive to encourage positive behavior.

9.8Hobbycraft: Phase III YOAs may be allowed to participate in any approved hobbycraft program. Participation in the hobbycraft program is considered a privilege. Inmates desiring to participate in an institutional hobbycraft program must submit SCDC Form 19-11, "Request to Staff Member," through his/her Hobbycraft Coordinator to the Warden/designee. The Hobbycraft Coordinator will review the inmates record and advise the Warden/designee whether the inmate meets the following mandatory criteria: (4-4486)

9.8.1 The inmate must be assigned to the institution for at least three (3) consecutive months; (NOTE: If an inmate who has been participating in an approved hobbycraft program is transferred for non-punitive reasons to another institution, the receiving Warden may opt to waive the three (3) month eligibility criteria if work space is available. The inmates hobbycraft tools/supplies will be transported with his/her personal property in a box that has been purchased by the inmate. No finished or partially finished hobbycraft items will be transported. These items will be required to be mailed home at the inmates expense or disassembled and disposed of by the Property Control Officer/designee.)

9.8.2 The inmate must have maintained a clear disciplinary record for three (3) months;

9.8.3 The inmate must have attended school for at least three (3) months and;

9.8.4 The inmate must have sufficient funds in his/her E. H. Cooper Trust Fund Account to make initial purchases of supplies and materials as follows:

- Basic Art;

- Woodworking;

- Leather Working; and

- Other Crafts.

Refer to SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Program," for additional information.

#### 10. RULES VIOLATIONS/DISCIPLINARY INFRACTIONS:

At gaining institutions, each inmate will be given a thorough orientation regarding the rules and regulations that govern the YOIP. The inmate is required to sign SCDC Form 25-2, "Program Orientation Checklist" to show that s/he has received this orientation. Rules violations will be documented on SCDC Form 19-29A, "Incident Report." The completed SCDC Form 19-29A will be placed in the incident box. The Major will review incident reports each morning and grade each rules violation for referral. Informal and/or administrative resolutions will be forwarded to the YOIP Captain or building Lieutenant to be heard by the Sanctions Board. If the rules violation is graded as a Major, it will be referred to the Hearing Officer. If a rules violation is referred to the Discipline Hearing Officer, the Warden/designee will ensure completion of the SCDC 19-69, "Disciplinary Hearing Report and Record". The institutional staff will then enter the major violation into the disciplinary screen and ensure that the hearing is scheduled. All administrative resolutions need to be entered in the YOIP screen.

#### 11. INFORMAL RESOLUTION:

11.1 All rules violations should be handled at the lowest possible level. The following is a list of informal resolutions that can be given by the shift:

- counseling;
- extra duty;
- PT; and
- loss of privileges

11.2 If the inmate refuses the informal resolution or the shift supervisor feels the rules violation does not warrant informal resolution, then the violation should be forwarded for review to the Major for appropriate action. These actions could include informal/ administrative resolutions or referral to the disciplinary hearing officer as a major charge.

11.3 During the review of the 19-29A, the reviewing official will determine if the rules violation can be informally resolved. Informal resolution sanctions can include progressive sanctions.

#### 12. VIOLATIONS HEARD BY THE SANCTIONS BOARD:

The Sanctions Board is a CMT made up of a minimum of two people from different disciplines within the YOIP. The Sanctions Board is chaired by the Associate Warden, Major, Captain, or Building/Field Lieutenant. Only one uniformed security staff person sits on the Sanctions Board at any one time. One Clinical Counselor will sit on the board when deemed necessary by the Chair. The Sanctions Board will, at a minimum, meet weekly for all Phases.

## 12.1 Sanctions Board/Administrative Procedures:

(Note: All Sanctions Board meetings will be tape recorded and maintained according to current Agency guidelines for disciplinary hearings.)

12.1.1 The inmate will be notified to report to the Sanctions Board. Notification will be given to the inmate.  
12.1.2 An SCDC Form 18-1, "Committee Docket," and SCDC Form 25-6, "Disciplinary/Sanction Report" will be prepared for each Sanctions Board meeting. Each inmate will be required to sign the docket.  
12.1.3 Each inmate will appear before the Sanctions Board and the rules violation will be read to the inmate.  
12.1.4 The inmate will be given an opportunity to respond to the charge(s).  
12.1.5 The Sanctions Board will provide immediate counseling, if appropriate.  
12.1.6 The Sanctions Board will impose progressive sanctions, as appropriate, to correct the behavior.  
12.1.7 The CMT Disciplinary/Sanction Report must be reviewed and approved by the Warden/designee prior to further processing.

12.1.8 Inmates who are placed in SMU pending investigation that results in no charges being filed and/or disciplinary action taken, will be re-instated to the program with no loss of program time or privileges.

12.2 Progressive Sanctions: The purpose of progressive sanctions is to provide a learning experience that allows the YOA inmate to be responsible for his/her behavior and performance, to feel the consequences for his/her behavior, and to require the inmate to consider alternate forms of behavior under similar situations. All sanctions must be properly documented in the inmate's case management file and on the YOIP screen of the automated Offender Management System. The Warden/designee has the authority to impose and/or recommend the below listed sanctions:

- Reprimand;
- Written Essay (50 words for first time offenses to 1000 words for subsequent offenses; essays will be reviewed for content and placed in the CMT file.);
- Counseling;
- Extra Duty - Lt. and above (anything over 20 hours, Sanction Board);
- Physical Training (not to exceed five (5) days);
- Loss of Privileges (TV, Canteen, Visits, Radios, and Telephone - up to 14 days, Sanction Board);
- Restitution;
- Recreation - not to exceed five (5) days. In cell recreation must be provided daily;
- Special Referral (mental health, medical, special programs, intense counseling);
- Cell Restriction - where applicable;
- Set Back;
- Recommend for Recycle/Program Removal/Reassignment;
- Inappropriate Behavior/Controlled Environment; (ICE) and
- YO Security Detention/Security Detention.
- Special Disciplinary Program

12.3 Special Disciplinary Program: This special program is designed for offenders who have failed to meet program expectations and have received numerous disciplinaries. Offenders cannot earn time towards

program completion, but can work their way back into the YOIP. Education in this program is mandatory; other program components can include, but not be limited to work, counseling, and other special needs.

All sanctions will be documented on SCDC Form 25-6, "Disciplinary/Sanction Report." This report should be distributed to all YOIP CMT staff for review and information. All imposed sanctions must be approved by the Warden/designee before a Disciplinary/Sanction Report is finalized. If the Sanctions Board recommends that the inmate be reassigned, recycled, assigned to YOSD or to Security Detention, or removed from the YOIP, the recommendation will be sent to the Warden/designee for review/approval. The Warden/designee will then forward the recommendation to the Division of Young Offender Services for final approval.

### 13. MAJOR VIOLATIONS HEARD BY THE YOA HEARING OFFICER:

The YOA Hearing Officer and recorder will notify the inmate and schedule the disciplinary hearing pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." The YOA Hearing Officer will hear the case and make a finding of guilty or not guilty. If the inmate is found guilty, the YOA Hearing Officer will administer appropriate sanctions within the YOIP guidelines. (See Section 12.2, above, "Progressive Sanctions.") If the DHO hears the case and assigns the inmate to YOSD/SD, then the Division DHO is responsible for the reviews. If the YOA Hearing Officer assigns an offender to YOSD/SD, the Hearing Officer will coordinate arrangements for movement with State Classification.

### 14. ENTERING DISCIPLINARY INFORMATION INTO THE AUTOMATED SYSTEM:

All sanctions/charges will be entered into the Offender Management System's YOIP sanction screen unless it is a major. Major violations will be entered pursuant to SCDC Policy/Procedure OP-22.14. The Sanctions Board will be responsible for determining the resulting corrective action and for providing the results to the Recorder or designee for entry into the CRT. The Recorder or designee will be responsible for entering all disciplinary infractions (charges and findings) into the YOIP sanction screen.

### 15. SETBACKS:

15.1 Reasons for Setback(s): A YOA inmate may be removed from a week of a phase of the YOIP and be required to repeat one or more weeks in the program (e.g., removal from week four [4] and placement in week one [1] of a phase). This may occur one (1) or more times as the result of inappropriate behavior by the YOA inmate. The YOA inmate may be setback within any Phase for not meeting required standards. Any inmate who is setback will be reassigned to a new team to repeat the week(s). The following are reasons for setbacks:

- Below average (unsatisfactory) rating scores;
- Repetitive infractions; or
- Non-compliance with YOIP rules.

## 15.2 Procedures for Setback:

15.2.1 The Sanctions Board reviews the YOA inmate's attitude, behavior, performance, and participation (bi-monthly/monthly ratings, history of sanctions and discipline, current disciplinary situation and behavior in all other areas). The Sanctions Board will inform the inmate of the recommendation (setback). This information will be documented on the SCDC Form 25-6, "Disciplinary/Sanction Report" and SCDC Form 18-68, "Staff Memorandum" in the CMT record.

15.2.2 The Sanctions Board completes a CMT review outlining the reasons for a setback. The Sanctions Board forwards the recommendation for setback and any other pertinent information to the Warden/designee for review and approval.

15.2.3 If the Warden/designee disapproves the requested sanction, the Sanctions Board will inform the YOA inmate of the changes and document the actions in the CMT file and YOIP Screen.

15.2.4 If the Warden/designee approves the sanction, the Sanctions Board will inform the YOA inmate of the setback and document the decision on SCDC Forms 25-6, "Disciplinary/Sanction Report" and 18-68, "Staff Memorandum" in the CMT record and on the YOIP Screen. Documentation on the staff memorandum needs to be initialed and dated by appropriate staff.

15.2.5 When a setback occurs, the YOA inmate may be assigned to a new Counselor and CMT. The Counselor will review and update the inmate's SCDC Form 25-3, "Individualized Treatment Plan" within five (5) days. In addition, the CMT will decide whether the YOA inmate will be given SCDC Form 25-7, "Behavioral Expectations."

16. RECYCLES : YOA inmates who continue to demonstrate poor performance and behavior after corrective action and setbacks may be recycled utilizing SCDC Form 25-6, "Disciplinary/Sanction Report." A recycle may either be internal (the inmate is simply moved from one program within the institution to another program) or institution-to-institution (the inmate is sent to another institution).

## 16.1 Reasons for Recycle:

- Repetitive failure to meet the program standards;
- Major and/or repetitive minor disciplinaries and/or negative behavior patterns as reflected on the case management rating sheets and/or Incident Reports;
- Failure to demonstrate accountable and responsible behavior in daily living activities; or
- External recycles (security concerns-detainers, SEP/CAUT/ and/or Gang related activities).

## 16.2 Procedures for Recycles:

16.2.1 The Sanctions Board reviews the YOA inmates attitude, behavior, performance, and participation (bi-monthly/monthly rating, history of sanctions and discipline, behavior in all areas).

16.2.2 The Sanctions Board completes a case management review outlining the reason(s) for recycle. The Sanctions Board sends the recommendation (SCDC Form 25-6, "Disciplinary/Sanction Report") and any other pertinent information to the Warden/designee. If the Warden/designee recommends approval, the packet will be forwarded to the Division of Young Offender Services for review and approval. Notification of the YOA inmates status will be provided to the institutions. Appropriate data entry will be made on the YOIP screen. This action will be coordinated with State Classification if the offender is approved for



external recycle.

16.2.3 If the requested sanction is disapproved, the CMT will inform the YOA inmate of the changes and document the actions in the CMT file and YOIP Screen.

16.2.4 The Sanctions Board and the Warden/Designee, Major, or Captain will inform the YOA inmate(s) that s/he has been recycled.

16.2.5 When the recycle occurs, the YOA inmate may be assigned to a new case manager and team. The Clinical Counselor will review and update the inmates SCDC Form 25-3, "Individualized Treatment Plan" within five (5) days and the YOA inmate will be given a new SCDC Form 25-7, "Behavioral Expectations." Violations of these "Behavioral Expectations" may result in Sanction Board actions up to "Inappropriate Behavior/Controlled Environment," YOSD, and SD.

17. PROGRAM REMOVAL: Program removal is a last resort. YOA inmates who continue to demonstrate disruptive behavior in spite of progressive sanctions, setbacks, and/or recycles within the program, and who are a threat to the safety, security, or order of the institution, will be reviewed by the Sanctions Board for program removal. YOA inmates can be removed from any phase of the YOIP program. A YOA inmate who is removed may be placed in a Special Management Unit in YOSD and will be subject to all rules and regulations of that Special Management Unit. See SCDC Policy/Procedure OP-22.12, "Special Management Unit," for additional information.

17.1 Reasons for Program Removal:

- Repetitive failure to meet the bi-monthly/monthly standards;
- Continuous setbacks/recycles;
- History of minor disciplinary(s)/sanctions;
- Major Disciplinary(s);
- Program Non-Compliance; and
- Failure to Adhere to Behavioral Expectations.

17.2 Procedures for Program Removal:

17.2.1 The Sanctions Board reviews the YOA inmates behavior, performance, and participation (weekly/monthly scores, setback/recycle history, and disciplinary history and sanctions).

17.2.2 If the team recommends program removal, the CMT will submit a copy of SCDC Form 25-6, "Disciplinary/Sanction Report" form, and all other information utilized in making the decision to the Warden/designee. SCDC Form 25-6, "Disciplinary/Sanction Report" must include written justification for the removal.

17.2.3 If the Warden concurs, final approval will be obtained from the Division of Young Offender Services. Notification will be sent to the gaining and losing Warden upon approval by the Division Director of Young Offender Services. Case management files will be forwarded with the YOA inmate to the gaining

institution. The administrative process should be completed within seven (7) calendar days. A YOA inmate who is recommended for program removal by the Sanctions Board will be placed in PHD status until final approval is obtained from the Division of Young Offender Services. If approved, Divisional staff will be responsible for making the necessary arrangements through State Classification for the inmate's transfer to a new institution or security detention.

#### 18. INAPPROPRIATE BEHAVIOR/CONTROLLED ENVIRONMENT:

18.1 This intermediate step is designed to place the YOA inmate in a controlled environment (SMU) for not more than 20 days to allow the inmate to consider his/her behavior. The goal of this temporary reassignment is to motivate the inmate to decide to change his/her non-compliant behavior. A review of the inmate must take place within seven (7) days of the inmate's placement.

18.2 Procedures for Placement in Inappropriate Behavior/Controlled Environment: The case management Sanctions Board will complete the YOIP Program Removal Form. The case manager will write an objective description of the reasons for this removal on SCDC Form 25-6, "Disciplinary/Sanction Report," document the action on SCDC Form 18-68, "Staff Memorandum," and complete all other necessary forms to place the inmate in SMU. The documentation will be submitted to the Warden/designee for approval. The Warden/designee must sign SCDC Form 25-6, "Disciplinary/Sanction Report" before the inmate is placed in SMU. Inappropriate Behavior/Controlled Environment is treated as a setback in the YOIP.

#### 18.3 Procedures for Inappropriate Behavior/Controlled Environment Extension:

18.3.1 If the CMT determines at the seven day review that the inmate's performance and/or behavior are not consistent with program objectives, then the CMT may request a ten day extension utilizing SCDC Form 25-9, "Inappropriate Behavior/Controlled Environment Extension," for the YOA inmate to remain in SMU.

18.3.2 The CMT will complete SCDC Form 25-9 providing a summary of the inmate's behavior and recommend the additional ten days. This form will be forwarded to the Warden/designee for approval/disapproval.

18.3.3 If the Warden/designee disapproves the inmate remaining on Inappropriate Behavior/Controlled Environment status, s/he will be returned to YOIP activities.

18.3.4 If approved, the form is sent to the Division of Young Offender Services for approval or disapproval.

18.3.5 If the Division of Young Offender Services disapproves the inmate remaining on Inappropriate Behavior/Controlled Environment status, s/he will be returned to YOIP activities. Upon return to the institution, the inmate will appear before the CMT Board for placement purposes.

18.3.6 If approved, the Division of Young Offender Services will notify the institution of the approval.

18.3.7 The inmate may not be held in Inappropriate Behavior/Controlled Environment status longer than 20 days. Prior to the end of the 20 days, the inmate will be reviewed by the CMT to determine whether the inmate will be returned to program activities or considered for further disciplinary action.

#### 18.4 Procedures for the Removal of a YOA Inmate from Inappropriate Behavior/Controlled Environment:

18.4.1 The CMT and a representative from SMU will meet with the inmate prior to the end of the seven (7) day period.

18.4.2 If the CMT determines that the inmate's performance and behavior are improved and s/he is ready to return to program activities, the Warden/designee will arrange for the inmate's return to the program.

18.4.3 The inmate will appear before the CMT Board upon return to the unit to determine Phase/week of program activity placement.

18.4.4 The inmate will be given written behavioral expectations, SCDC Form 25-7, "Behavioral Expectations," acknowledging his/her commitment to follow program rules and regulations.

18.4.5 A copy of SCDC Form 25-7, "Behavioral Expectations," will be given to the inmate, and the original will remain in the CMT file for review should further disciplinary problems occur.

18.4.6 If the CMT determines that the inmate should not return to program activities, the recommendation will be documented on SCDC Forms 25-6, "Disciplinary/Sanction Report," and 25-9, "Inappropriate Behavior/Controlled Environment Extension." These forms will be forwarded to the Warden/designee for review and approval.

18.4.7 If the Warden/designee approves the removal, the packet should be forwarded to the Division of Young Offender Services for final approval. Notification will be provided to State Classification and to the losing and gaining institutions.

## 19. PLACEMENT OF YOA INMATES IN YOSD:

19.1 The Sanctions Board is responsible for ensuring that SCDC Form 25-9, "Inappropriate Behavior/Controlled Environment Extension," SCDC Form 25-6, "Disciplinary/Sanction Report," with supporting documentation are forwarded to the Warden/Designee for review/approval.

19.2 If approved by the Warden/Designee, the above forms will be submitted to the Division of Young Offender Services for final approval.

19.3 If the Division of Young Offender Services disapproves the YOSD, the Division will notify the Warden/designee of the disapproval and the Warden/designee will make arrangements to bring the inmate back into program activity.

19.4 If the Division of Young Offender Services approves YOSD, the Division will work with State Classification to arrange a security detention bed at an appropriate institution, when doing so is conducive to security, good order and safety. Notification will be sent from the Division of Young Offender Services to the gaining and losing Wardens. The losing institution is responsible for creating the custody review to place the inmate in YOSD status. This process should be completed within ten days.

## 20. PROCEDURES FOR REVIEWS OF YOA INMATES IN YOUTHFUL OFFENDER SECURITY DETENTION (YOSD):

20.1 A YOA inmate who is placed in YOSD will be placed there initially for a 30 day period. During that time, the Warden/designee will conduct a case management review telephonically with the inmate or via Classification.

20.2 The Warden/designee can recommend an inmate be extended an additional 30 days in YOSD. Such a recommendation will be made on SCDC Form 25-12, "Youthful Offender Security Detention Review" at least five (5) days prior to completion of the current 30 day YOSD period. This recommendation must be approved by the appropriate authorities prior to the beginning of the additional 30 days. The Warden/designee will conduct monthly case management meetings with the inmate in the same manner as the initial 30 days.

20.3 The Warden/designee can recommend a third extension in YOSD of 30 days. Ten days prior to the end of this third extension, the YOSD CMT will conduct a monthly case management meeting. If the YOSD CMT determines that an YOA inmate is ready to return to the YOIP, the team will make the recommendation on SCDC Form 25-12, "Youthful Offender Security Detention Review" and attach SCDC Form 25-7, "Behavioral Expectations." The YOA inmate will remain on YOSD until the appropriate authorities approve the recommendation. The Division of Young Offender Services will be responsible for notifying the Warden/designee to change the inmate's custody in the automated Offender Management System so the inmate can be removed from YOSD.

21. Management OF YOA'S From YOSD TO SD: If, at the end of the third extension on Security Detention, the Warden/designee reviews the YOA inmates behavior and determines that the YOA inmate is not ready to return to the YOIP, the team will recommend that the YOA inmate be managed and reviewed according to SCDC Policy/Procedure OP-22.12, "Special Management Unit." This recommendation will be made on the YOIP SCDC Form 25-12, "Youthful Offender Security Detention Review." If the recommendation is approved by the appropriate authorities, the YOA inmate will be assigned to Security Detention (SD) status and will be reviewed according to SCDC Policy/Procedure OP-22.12, "Special Management Unit." The losing institution will forward the inmate's case management file to the Division of Young Offender Services. The inmate will be reviewed every six (6) months by the Division of Young Offenders.

22. MOVEMENT OF YOA INMATES FROM YOUTHFUL OFFENDER SECURITY DETENTION (YOSD) TO THE YOIP: The Warden/designee can recommend that an inmate be reassigned from YOSD to the YOIP as the result of the inmate's improved behavior and the inmates commitment to complete the YOIP as determined by the inmate's willingness to comply with and acknowledge SCDC Form 25-7, "Behavioral Expectations." When an inmate is recommended for reassignment to the YOIP, the recommendation will be made on SCDC Form, 25-12, "Security Detention Review Form. The form must be signed by the appropriate authorities prior to the inmate being released from YOSD. The Division of Young Offender Services is responsible for coordinating this release with State Classification.

23. MANAGEMENT OF YOA INMATES IN SD: Each YOA inmate in security detention will be reviewed every six (6) months by the Division of Young Offender Services. Youthful Offenders in SD status will be subject to YOIP guidelines. If the YOA inmate is recommended to be released from SD status, the YOA inmate will be reassigned to the YOIP, Phase I, week 1. A YOA inmate can continue to cycle through this procedure until the YOA inmate either complies with the YOIP or reaches his/her mandatory four (4) year parole date or six (6) year max-out date.

24. ADMINISTRATIVE REASSIGNMENT: A YOA inmate will be reassigned administratively when s/he is reassigned within the program to meet Agency or facility needs, e.g., transfers, special program

assignments, etc., or when it is determined by the YOIP CMT that it is in the best interest of the YOA inmate (i.e., new medical condition, psychological problem(s), administrative segregation, gang related, statewide protective custody, separation and caution, etc.) to be moved to another institution.

## 25. RELEASE OF YOA INMATES FROM SCDC:

25.1 A YOA inmate who is a first time offender may be incarcerated in the SCDC for up to four (4) years. A YOA inmate who is a revocator must be released when the number of days incarcerated in SCDC custody plus the number of days on YOA parole equals six (6) years. (NOTE: Absconction time is not credited toward the service of six (6) years.) At the six (6) year maxout date, the inmate will be released without any supervision obligation.

25.2 Conditional Release: The purpose of the YOA Inmate Review is to review parole recommendations for YOA inmates who have projected program completion dates. The review will consist of a record audit to ensure that all sentence and program requirements have been met, that victim/witness notification requirements are completed, and that all detainer(s) and outstanding charges and/or pending disciplinaries are satisfactorily addressed. The YOA Inmate Review will consist of a review of the YOA inmate's central record, SCDC Form 25-13, "Recommendation for Release Consideration," SCDC Form 25-25, "Discharge Summary," and a review of the disciplinary screen for recent disciplinaries, a review of the address inquiry ensure that the YOA inmate has an approved residence plan, and verify that the inmate has completed all requirements for the Youthful Offender Intensification Program.

25.2.1 When a YOA inmate has completed Phase III, the CMT/caseworker (special needs institutions) will submit SCDC Form 25-13, "Recommendation for Release Consideration" to the Division of Young Offender Services. Any pertinent information will be reported to the Division immediately (detainers, new charges, consecutive sentence, etc.). At this point, the inmate will be entered into Phase IV, Pre-Release Program, and it will be documented on SCDC Form 25-23, "Phase IV Pre-Release Plan." The Phase IV computer entry will be input by the Division of Young Offender Services.

25.2.2 Inmates may be randomly drug tested throughout the program. However, prior to release, all youthful offenders will be tested pursuant to SCDC Policy/ Procedure, GA-03.03, "Inmate Drug Testing/Screening Program." If a youthful offender tests positive, s/he will be recycled to Phase I, Week 1.

25.2.3 If an inmate is not approved for conditional release by the Division Director/designee, the disapproval will be returned to the Warden. The Case Management Team will notify the inmate of this disapproval. A list of inmates who are approved for conditional release will be submitted to the SCDPPPS. The SCDPPPS will approve/disapprove the inmates projected address and will return the approvals/disapprovals to the Division of Young Offender Services. (4-4102, 4-4304)

### 25.2.4 Conditional Releases:

- Upon approval, a tentative drop list will be distributed to institutions/facilities from the Division of Young Offender Services of YOA inmates who have been approved for release.
- Information will be provided verbally and in writing by using the "Certificate of Release" which is provided by the SCDPPPS. Each YOA inmate will acknowledge receipt of this information by signing in the appropriate section of the Certificate of Release.

- Should there be changes in an YOA inmates status, the institution will immediately notify the Division of Young Offender Services.
- No YOA inmate will be released without official notification from the Division of Young Offender Services.
- All Youthful Offenders victims will be notified prior to their release.
- EXCEPTIONS: Non-conforming statutory violent inmates must serve 48 months. All YOA inmates convicted of Burglary, 2nd, non-violent on June 2,2010 or after will serve a minimum of thirty-six (36) months. Family Court Inmates (Juveniles who were adjudicated by a Family Court Judge can only be released by the Juvenile Parole Board or on their 21st birthday.)

### 25.3 Release Procedures For YOA Inmates with Immigration/ICE Detainers:

25.3.1 Non-Violent Offenders: Classification will enter the residence, if available on the Address screen.

25.3.2 PPS will investigate the residence plan to obtain an approval/disapproval.

25.3.3 If the address is approved then the inmate will be released to the Immigrations/Customs Enforcement (ICE) detainer once s/he completes the program.

25.3.4 If the address is disapproved then the inmate will be released unconditionally to the ICE detainer once s/he completes the YIOP program.

25.3.5 Violent Offenders (Murder, Kidnapping, Sex Offenders, Assault and Battery with Intent to Kill)- The Division of Young Offender Services will enter the status code "ICE Immigration" on the YOIP screen which will move the release date to the four (4) year mandatory parole/release date.

25.3.6 Inmates will not be considered for release until they reach their four (4) year mandatory parole/release date. At that time the inmates will be released unconditionally to the ICE detainer.

### 26. REVOCATION OF YOA INMATES:

26.1 The SCDC must receive copies of the Order of Revocation and violation warrant or notice of violation upon an inmate's arrival at Reception and Evaluation. Inmates who are not transported with appropriate paperwork are subject not to be admitted to the Reception and Evaluation Center. Following the revocation hearing, the chairperson of the Revocation Board will provide the SCDC Division of Young Offender Services with a revocation packet on each YOA inmate conditional release who appeared before the Board.

26.2 County detention facility authorities should provide copies of the Order of Revocation, violation warrant, and/or notice of violation to appropriate SCDC officials when the inmate arrives at the SCDC Reception and Evaluation Center. If the inmate is transported from the detention facility by SCDC personnel, the transport officer should ensure that this paperwork is obtained from the detention facility authorities prior to transport.

26.3 Reassignment to the YOIP for a YOA inmate whose conditional release has been revoked, or other appropriate disposition of the case including unconditional release to a straight sentence, a disposition will be made by the Division of Young Offender Services.

26.4 Revocated YOA inmates who have less than 90 days to max out (no absconction time) will be transferred to Turbeville or Trenton Correctional Institution for Phase IV pre-release program.

26.5 YOA inmates returning to SCDC for violation of conditional release will retain the "Y" number that was used prior to their release.

26.6 YOA inmates returning to the SCDC with a new straight time sentence with no indication of violation of the YOA inmate Conditional Release (parole) will be given their previous number without a "Y." If a new sentence is a YOA sentence, the inmate will retain his/her original Y number. If the conditional release (parole) is subsequently revoked, the offender's case will be reviewed and appropriate action taken in accordance with the YOA inmate guidelines.

26.7 The Division of Young Offender Services will receive notification from Inmate Records when detainers are dropped after individuals have been revoked and when detainers are placed for violation of conditional release (parole).

27. CALCULATION OF ABSCONTION (DEAD) TIME: The Division of Young Offender Services will review the paperwork on YOA Revocators to determine if absconction time needs to be added. The time is calculated from the date the warrant is issued until the date the warrant is signed by the inmate. After calculating the amount of time that has lapsed between the two dates, this time is added to the inmate's six year max-out date.

## 28. INTERSTATE PAROLE COMPACT SERVICES FOR YOA INMATE PAROLEES:

The SCDPPPS will serve as liaison between the SCDC and the South Carolina Interstate Parole Compact Administrator concerning all Compact matters regarding YOA inmates. When a YOA inmate informs a classification caseworker/manager that s/he would like to live out of state while on parole, the classification caseworker/manager will be responsible for contacting the parole examiner within the institution or at the SCDPPPS. The parole examiner will make contact with the inmate to get the necessary information and forms that require signature. The parole examiner will then forward the forms to the SCDPPPS for processing no earlier than four (4) months prior to release. (4-4102)

29. CONFIDENTIALITY OF RECORDS: All information in YOA inmate Clinical Records is confidential and will be treated as such. Clinical information will not be released to anyone outside the SCDC (except criminal justice agencies) unless the YOA inmate gives prior consent in writing on a SCDC Form 9-11, "Inmate/Resident Release of Information Consent." Criminal Justice agencies that request information on a YOA inmate who is suspected of involvement in a crime will be given requested information immediately. (4-4099)

30. PROCEDURES TO REQUEST JAIL TIME CREDIT: If an inmate has served jail time that has not already been processed for jail time credit by the Division of Classification and Inmate Records, the classification caseworker will complete SCDC Form 18-11, "Request for Jail Time" and forward the completed form to the appropriate point of contact in the Division of Classification and Inmate Records. The Division of Classification and Inmate Records will send the form to the appropriate county. Upon return of the form, the Division of Classification and Inmate Records will provide the jail time credit information to the Division of Young Offender Services. The Division of Young Offender Services will update the inmate's sentence review sheet to reflect any change in the four (4) year mandatory parole or six (6) year maxout date.

31. GUIDELINES FOR YOA INMATES WHO ALSO HAVE STRAIGHT TIME SENTENCES:

Type of Sentence(s)	Procedures
Inmate received at R&E as an initial gain with a YOA sentence and a concurrent straight sentence of nine (9) years or more.	Entered into the automated Offender Management System as a straight time inmate with a HOLD for YOA certificate. The YOA sentence will be entered on the CONVICT screen. The YOA sentence will be marked Paroled by R&E personnel.
Inmate received at R&E as an initial gain with a YOA sentence and a concurrent straight sentence of less than nine (9) years.	Entered into the automated Offender Management System as a YOA inmate with a HOLD for YOA/ST review. The straight sentence will be entered on the CONVICT screen.
Inmate is received at R&E as an initial gain with a YOA sentence and a consecutive straight sentence.	HOLD will be placed in the automated Offender Management System for YOA/ST review. The inmate will be entered in the automated Offender Management System as a YOA. The consecutive straight sentence will be entered on the CONVICT screen.
YOA goes to court on outstanding charges and receives a straight sentence.	Division of Young Offender Services will be notified by the Inmate Records Office staff when the staff generates the YOA/ST review HOLD. If the concurrent straight sentence exceeds the YOA four (4) [Initial Gains Revocator] or six (6) year date, the inmate will be converted to a straight timer with a HOLD for YOA certificate. If the straight sentence does not exceed the YOA four (4) or six (6) year date, the inmate will remain a YOA with a HOLD for YOA/ST review. The straight sentence will be entered on the CONVICT screen.



<p>Straight timer goes to court on outstanding charges and receives a YOA sentence.</p>	<p>Division of Young Offender Services will be notified by the Inmate Records Office staff when the staff generates the YOA/ST review HOLD. If the straight sentence exceeds the YOA six (6) year date, the YOA sentence will be entered on the CONVICT screen and the inmate will remain a straight timer. If the straight time sentence does not exceed the YOA six (6) year dates, the inmate will remain a straight timer with a HOLD for YOA/ST review. The YOA sentence will be entered on the CONVICT screen.</p>
<p>Revocations</p>	
	<p>Revocated YOA received at R&amp;E with a two (2) year or more straight sentence.</p>
<p>Entered as a straight timer. A HOLD for YOA/ST review will be placed by R&amp;E personnel</p>	<p>Revocated YOA received at R&amp;E with less than two (2) year straight sentence.</p>
<p>Entered as a YOA. A HOLD for a YOA/ST review will be entered by R&amp;E personnel.</p>	<p>Revocated YOA received at R&amp;E with a consecutive straight sentence.</p>
<p>Remains a YOA. The straight sentence will be entered on the CONVICT screen. A HOLD for YOA/ST review will be placed by R&amp;E personnel.</p>	<p>YOA received at R&amp;E with a straight sentence and no YOA parole revocation order.</p>
<p>Inmate will be entered in the automated Offender Management System as a straight timer. The R&amp;E personnel will be responsible for notifying the Division of Young Offender Services by placing a HOLD for YOA/ST Review with remarks noting specific information. The HOLD will also be sent to YOA Classification at R&amp;E. The Division of Young Offender Services will notify the SCDPPPS to ensure that the revocation paperwork is initiated. The straight sentence will be entered on the CONVICT screen. Upon receipt of the YOA revocation order, the inmate may be converted back to YOA depending on the length of the straight sentence. The YOA sentence will be marked paroled by R&amp;E personnel.</p>	<p>Revocated YOA assigned to the YOIP with a detainer who goes to court and receives a concurrent straight sentence of two (2) years or more (not reduced by jail time or time served).</p>

\*\*\*All detainees should be processed using normal detainer guidelines\*\*\*

## 32. DEFINITIONS:

Administrative Case Management Team refers to a team of managers from various disciplines within the YOIP who review the results of assessments on YOA inmates and assign them, based on their individual needs, to an appropriate case manager.

Case Management File refers to the standardized record containing an inmate's participation and progress in the YOIP. The Case Management File will follow the inmate throughout all phases of the YOIP.

Case Management Team (CMT) refers to a team of at least three members from the following disciplines: education, medical, security, clinical, classification, and others as directed by the Warden. The Case Management Chair is responsible for convening the CMT and ensuring that all inmates assigned to that team are seen within the time frames as listed in this procedure. The Case Management Chair is selected by the Warden. The CMT monitors each inmate's behavior and performance during his/her time in the YOIP.

Case Managers (CM) refers to staff from various disciplines (dormitory lieutenants, security personnel, classification, and behavioral medicine) who are responsible for monitoring the behavior and performance of assigned YOA inmates. Each YOA inmate is assigned a case manager. Nurses, teachers, chaplains, and recreation coordinators may also serve as Case Managers when an inmate's needs require specialized attention.

Discharge Summary refers to a documented summary of services, diagnoses, interventions, progress toward goals, outcomes, and recommendations for continuum of care for each YOA inmate.

Drop List refers to a list of names of offenders who have been approved for conditional release. The drop list is prepared twice a month (middle and end of the month).

Extension refers to the delay of projected release date and is primarily used for inmates assigned in SMU and special needs institutions. The inmate's behavior and performance are monitored by the Division of Young Offender Services for disciplinary infractions.

Family Court YOA Inmate refers to juveniles who were adjudicated in Family Court prior to their 17th birthday and initially detained in the South Carolina Department of Juvenile Justice (SCDJJ). Family Court YOA inmates who are serving a sentence(s) for a violent offense(s) are transferred to the SCDC on their 17th birthday. Family Court YOA Inmates who are serving a sentence(s) for a non-violent offense(s) are transferred to SCDC on their 19th birthday. Under the 1996 amendments to the South Carolina Youthful Offender Act, the Juvenile Parole Board acts as the releasing authority for Family Court YOA inmates.

General Sessions YOA Inmate refers to juveniles who are sentenced in General Sessions Court under the Youthful Offender Act prior to their 17th birthday. General Sessions YOA inmates are initially detained in the South Carolina Department of Juvenile Justice (DJJ) until their 17th birthday. When the General Sessions YOA Inmate turns 17 years of age, s/he is transferred to the SCDC and assigned to a specified YOIP facility. The SCDC acts as the releasing authority for General Sessions YOA Inmates.

Inappropriate Behavior/Controlled Environment refers to the placement of a YOA inmate in a Special Management Unit for up to ten days, however the inmate may be extended in this placement for an additional ten days based on his/her performance and behavior. The goal of this placement is to motivate the inmate to change his/her non-compliant behavior and return the inmate to the YOIP with specific behavior expectations.

Merit System refers to a system that rewards the YOA for appropriate behavior and performance and discourages inappropriate behavior and performance.

Non-Compliant refers to the behavior of a YOA inmate who does not follow the rules and regulations of the YOIP and/or does not participate in the programs and activities of the YOIP. The non-compliant inmate may be charged with "Failure to Participate in Mandatory Programs." (See SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System," for additional information.)

Program Reinstatement refers to the process by which a YOA inmate is assigned or returned to a YOIP institution to participate in the YOIP after placement in a Special Management Unit (SMU).

Program Removal refers to the removal of a YOA inmate from any phase of the YOIP and assignment to an SMU.

Recycle refers to the removal of a YOA inmate from a phase of the YOIP and his/her subsequent placement in a previous phase of the YOIP. This is as a result of his/her unsatisfactory performance or poor behavior. If the YOA inmate continues to exhibit the same performance and or behavior, he/she may be case managed for program removal.

Reception and Evaluation (R&E) Orientation is an overview of the YOIP provided to YOA inmates prior to their institutional assignment.

Sanctions Board refers to a panel of members from the CMT and Associate Warden/designee (designee must be a Lieutenant or above) that is responsible for reviewing all minor incident reports received during the week and determining appropriate sanctions for the incidents as specified in this policy/procedure. A Sanctions Board consists of at least three (3) members. One of the members must be a security representative and one must be a clinical counselor and another non-security staff person.

Setback refers to the process of removing a YOA inmate from one (1) week of a phase of the YOIP and requiring that inmate to repeat one (1) or more weeks of that phase of the YOIP (e.g., removal from week four (4) and placement in week one (1) of a phase). This may occur one (1) or more times as the result of inappropriate behavior by the YOA inmate (see Section 15., for the list of reasons an offender can be setback).

Special Needs Inmates refer to inmates with medical and/or mental health needs who require more specialized services. Special needs inmates will be assigned to an appropriate institution based on their

needs.

Security Detention refers to the placement of an inmate who meets approved criteria in a special management unit (SMU). YOA inmates who are placed in SMU are managed by the State Classification Committee pursuant to SCDC Policy/Procedure OP-22.12, "Special Management Units." A field supervisor from the YOS Division will serve on the committee during the State Classification YOIP review.

Structured Programs (Cognitive Restructuring, Think, and Substance Abuse Education) refers to the program components of Phase III for YOA inmates who have not been identified with a need for specialized programming such as addictions treatment or sex offender treatment, or with other needs.

Thinking for a Change refers to a cognitively based curriculum that is designed to improve social skills, problem solving ability, and decision-making for violent offenders.

Youthful Offender Act (YOA) Inmate refers to an inmate who is at least 17 but less than 25 years of age at the time of conviction and who is sentenced under the Youthful Offender Act as defined in Chapter 19, Section 24 of the South Carolina Code of Laws, as amended, for a crime that is a misdemeanor, a Class E or F felony, or a felony which provides for a maximum term of imprisonment of 15 years or less.

Youthful Offender Act refers to Chapter 19, Section 24 of the South Carolina Code of Laws, as amended.

Youthful Offender Security Detention (YOSD) refers to the placement of a YOA inmate in Security Detention for an initial period of 30 days. At the end of the 30 day period, the Case Management Team reviews the inmate to determine if his/her performance and behavior allow his/her return to YOIP activities. YOSD is an interim step between Inappropriate Behavior/Controlled Environment and placement of the inmate in regular Security Detention. If the inmate's performance and behavior do not improve during YOSD, the inmate may be recommended for placement in regular Security Detention.

—  
s/Jon E. Ozmint, Director

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## Appendix A

### Case Management File

## Section 1

SCDC Form 19-11, "Request to Staff Member"

SCDC Form 22-5, "Safety and Fire Inspections Inmate Training Record"

SCDC Form 25-1, "Program Intake Assessment"

SCDC Form 25-2 "Program Orientation Checklist"

SCDC Form 19-2, "Inmate Property Inventory"

## Section 2

SCDC Form 25-21, "Educational Progress Form"

SCDC Form 25-4, "YOIP Phase I and II Case Management Rating Sheet"

SCDC Form 25-5, "Phase III Case Management Rating Sheet"

SCDC Form 25-24, "YOIP Special Needs Case Management Rating Sheet"

## Section 3

SCDC Form 18-68, "Staff Memoranda"

SCDC Form 25-7, "Behavioral Expectations"

## Section 4

SCDC Form 25-12, "YOSD Review"

SCDC Form 25-10, "YOSD Notice"

SCDC Form 25-9, "Inappropriate Behavior/Controlled Environment Extension"

SCDC Form 25-6, "Disciplinary/Sanction Report"

SCDC Form 19-29 "Incident Report"

## Appendix B

### Clinical Records

The Clinical Record will contain the following forms and information: (Additional information may be added to the record as needed.)

SCDC Form 25-22, Bio-psychosocial Assessment"

SCDC Form 25-20, "Confidential/Mental Health Questions"

SCDC Form 25-14, "Opinion Survey"

SCDC Form 25-15, "Group Narrative Progress Notes"

SCDC Form 25-16, "Narrative Progress Notes"

SCDC Form 25-3, "Individual Treatment Plan"

SCDC Form 25-17, "Request for Clinical Counseling Services"

SCDC Form 25-18, "Mental Health Treatment"

SCDC Form 25-27, "Referral for Substance Abuse Services"

SCDC Form 9-11, "Inmate/Resident Release of Information Consent"